

TESTS - Directions for students


In this document you will find directions on how to access and take a test in Blackboard.



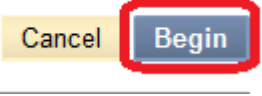

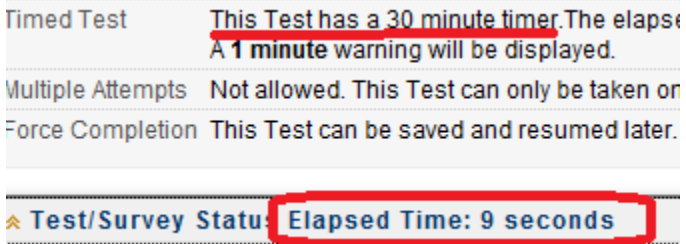
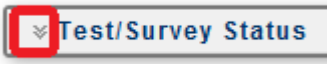
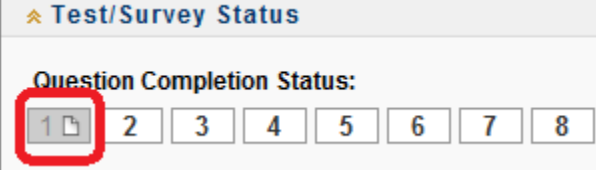

NOTE: The location of the test in Blackboard will depend on how your instructor designed your course. If you cannot find your test ask your instructor for directions.

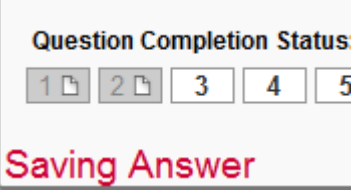
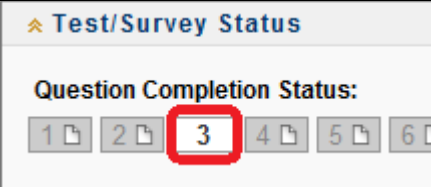
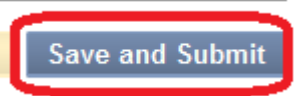
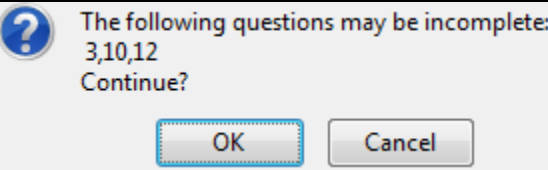
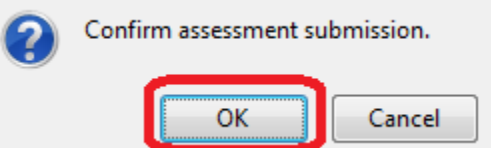
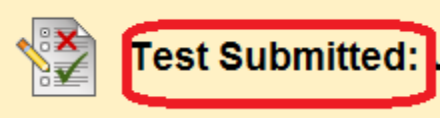
There are two sets of directions. The first set is text-only and the second set is text and images (on the next page). Choose the one that best suits your learning needs.

Text Directions



1. You will see this image beside the test . Click on the hyperlink beside the image.
2. On the new screen click Begin.
3. Read the information at the top of the screen as there may be specific instructions or data that you need to know when doing the test (description, instructions, etc.)
4. If there is a time limit on your test, you will see this information displayed at the top of your screen. On the Test/Survey Status bar you will see the amount of time that has elapsed. You will also receive a one-minute warning when you have one minute left to complete the test. Once the time is up, any additional work that you complete will not be marked.
5. Click on the double-down arrow beside Test/Survey Status.
6. This will display the Question Completion Status. You will see number of questions in the test. When you have answered and saved, that question will be darkened on the status bar. This will help you keep track of progress and help ensure that you do not forget to save your answers.
7. Save each answer as you progress through the test by clicking the Save Answer button at the top-right of each question.
8. When you click the button, the words "Saving Answer" will appear in the Question Completion Status and the square for that question will be darkened.
9. If you decide to skip a question you can come back to it by clicking on the number on the Question Completion Status bar that is not darkened. This will take you directly to the question that you skipped.
10. When you have completed the test click Save and Submit at the bottom-right of the screen.
11. If you left questions unanswered you will get a warning and you can choose to return to the test by clicking the Cancel Button. If you do not wish to return to the test to complete the questions, click OK.
12. A pop-up will ask you to "Confirm assessment submission", click OK.
13. On the next screen you will see "Test Submitted" at the top of the page.
14. In some cases you can immediately see the results of your test. To see if this is possible, scroll to the bottom of the screen and click OK at the bottom-right of the screen.

<p>Step One</p> <p>You will see this image beside the test . Click on the hyperlink beside the image.</p> 	
<p>Step Two</p> <p>On the new screen click Begin.</p>	
<p>Step Three</p> <p>Read the information at the top of the screen as there may be specific instructions or data that you need to know when doing the test.</p>	
<p>Step Four</p> <p>If there is a time limit on your test, you will see this information displayed at the top of your screen. On the Test/Survey Status bar you will see the amount of time that has elapsed. You will also receive a one-minute warning when you have one minute left to complete the test. Once the time is up, any additional work that you complete will not be marked.</p>	
<p>Step Five</p> <p>Click on the double-down arrow beside Test/Survey Status.</p>	
<p>Step Six</p> <p>This will display the Question Completion Status. You will see number of questions in the test. When you have answered and saved, that question will be darkened on the status bar. This will help you keep track of progress and help ensure that you do not forget to save your answers.</p>	
<p>Step Seven</p> <p>Save each answer as you progress through the test by clicking the Save Answer button at the top-right of each question.</p>	

<p>Step Eight</p> <p>When you click the button, the words "Saving Answer" will appear in the Question Completion Status and the square for that question will be darkened.</p>	
<p>Step Nine</p> <p>If you decide to skip a question you can come back to it by clicking on the number on the Question Completion Status bar that is not darkened. This will take you directly to the question that you skipped.</p>	
<p>Step Ten</p> <p>When you have completed the test click Save and Submit at the bottom-right of the screen.</p>	
<p>Step Eleven</p> <p>If you left questions unanswered you will get a warning and you can choose to return to the test by clicking the Cancel Button. If you do not wish to return to the test to complete the questions, click OK.</p>	
<p>Step Twelve</p> <p>A pop-up will ask you to "Confirm assessment submission", click OK.</p>	
<p>Step Thirteen</p> <p>On the next screen you will see "Test Submitted" at the top of the page.</p>	
<p>Step Fourteen</p> <p>In some cases you can immediately see the results of your test. To see if this is possible, scroll to the bottom of the screen and click OK at the bottom-right of the screen.</p>	